

UNIVERSITY OF TORONTO CALENDAR



LIBRARY SCHOOL
ONTARIO COLLEGE OF EDUCATION
1935-1936

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THE UNIVERSITY OF TORONTO PRESS
1935

CALENDAR 1935-1936

MICHAELMAS TERM

- 1935—Sept. 24 Tuesday....Academic year begins at 9 a.m.
Sept. 24 Tuesday....Enrolment in classes for the Session 1935-1936.
Sept. 25 Wednesday...Lectures begin at 9 a.m.
Sept. 25 Wednesday...The Opening Address by the President to the students of all Faculties at 4 p.m. in Convocation Hall.
Sept. 26 Thursday....Meeting of Council.
Oct. 14 Monday.....Thanksgiving Day.
Oct. 18 Friday.....Intercollegiate Track Meet. Neither lectures nor laboratory classes given after 1 p.m.
Oct. 28 Monday.....Meeting of Staff.
Nov. 7 Thursday....Meeting of Council.
Nov. 11 Monday.....Remembrance Day. Service at the Soldiers' Tower at 11 a.m.
Dec. 5 Thursday....Meeting of Council.
Dec. 20 Friday.....Last day of lectures.
1936—Jan. 7 Tuesday....Lectures commence at 9 a.m.
Jan. 9 Thursday....Meeting of Council.
Jan. 20 Monday.....Term examinations begin.

EASTER TERM

- Jan. 27 Monday....Easter term begins. Lectures commence at 9 a.m.
Feb. 6 Thursday....Meeting of Council.
Mar. 5 Thursday....Meeting of Council.
Mar. 9 Monday....Meeting of Staff.
Apr. 2 Thursday....Meeting of Council.
Apr. 10 Easter vacation begins.
Apr. 20 Lectures commence at 9 a.m.
June 4-5 University Commencement.
June 12 Friday.....Session closes.

1935

CALENDAR

1935

JANUARY				FEBRUARY				MARCH				APRIL			
Sun.	.	6	13 20 27	Sun.	.	3	10 17 24	Sun.	3	10 17 24 31		Sun.	.	7	14 21 28
Mon.	.	7	14 21 28	Mon.	.	4	11 18 25	Mon.	4	11 18 25		Mon.	1	8	15 22 29
Tues.	1	8	15 22 29	Tues.	.	5	12 19 26	Tues.	5	12 19 26		Tues.	2	9	16 23 30
Wed.	2	9	16 23 30	Wed.	.	6	13 20 27	Wed.	6	13 20 27		Wed.	3	10	17 24
Thur.	3	10	17 24 31	Thur.	.	7	14 21 28	Thur.	7	14 21 28		Thur.	4	11	18 25
Fri.	4	11	18 25	Fri.	1	8	15 22	Fri.	1	8 15 22 29		Fri.	5	12	19 26
Sat.	5	12	19 26	Sat.	2	9	16 23	Sat.	2	9 16 23 30		Sat.	6	13	20 27
MAY				JUNE				JULY				AUGUST			
Sun.	.	5	12 19 26	Sun.	2	9	16 23 30	Sun.	.	7	14 21 28	Sun.	.	4	11 18 25
Mon.	.	6	13 20 27	Mon.	3	10	17 24	Mon.	1	8 15 22 29		Mon.	.	5	12 19 26
Tues.	.	7	14 21 28	Tues.	4	11	18 25	Tues.	2	9 16 23 30		Tues.	.	6	13 20 27
Wed.	1	8	15 22 29	Wed.	5	12	19 26	Wed.	3	10 17 24 31		Wed.	.	7	14 21 28
Thur.	2	9	16 23 30	Thur.	6	13	20 27	Thur.	4	11 18 25		Thur.	1	8	15 22 29
Fri.	3	10	17 24 31	Fri.	7	14	21 28	Fri.	5	12 19 26		Fri.	2	9	16 23 30
Sat.	4	11	18 25	Sat.	1	8	15 22 29	Sat.	6	13 20 27		Sat.	3	10	17 24 31
SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
Sun.	1	8	15 22 29	Sun.	.	6	13 20 27	Sun.	.	3	10 17 24	Sun.	1	8	15 22 29
Mon.	2	9	16 23 30	Mon.	.	7	14 21 28	Mon.	.	4	11 18 25	Mon.	2	9	16 23 30
Tues.	3	10	17 24	Tues.	1	8	15 22 29	Tues.	.	5	12 19 26	Tues.	3	10	17 24 31
Wed.	4	11	18 23	Wed.	2	9	16 23 30	Wed.	.	6	13 20 27	Wed.	4	11	18 25
Thur.	5	12	19 26	Thur.	3	10	17 24 31	Thur.	.	7	14 21 28	Thur.	5	12	19 26
Fri.	6	13	20 27	Fri.	4	11	18 25	Fri.	1	8 15 22 29		Fri.	6	13	20 27
Sat.	7	14	21 28	Sat.	5	12	19 26	Sat.	2	9 16 23 30		Sat.	7	14	21 28

1936

CALENDAR

1936

JANUARY				FEBRUARY				MARCH				APRIL			
Sun.	.	5	12 19 26	Sun.	.	2	9 16 23	Sun.	1	8 15 22 29		Sun.	.	5	12 19 26
Mon.	.	6	13 20 27	Mon.	.	3	10 17 24	Mon.	2	9 16 23 30		Mon.	.	6	13 20 27
Tues.	.	7	14 21 28	Tues.	.	4	11 18 25	Tues.	3	10 17 24 31		Tues.	.	7	14 21 28
Wed.	1	8	15 22 29	Wed.	.	5	12 19 26	Wed.	4	11 18 25		Wed.	1	8	15 22 29
Thur.	2	9	16 23 30	Thur.	.	6	13 20 27	Thur.	5	12 19 26		Thur.	2	9	16 23 30
Fri.	3	10	17 24 31	Fri.	.	7	14 21 28	Fri.	6	13 20 27		Fri.	3	10	17 24
Sat.	4	11	18 25	Sat.	1	8	15 22 29	Sat.	7	14 21 28		Sat.	4	11	18 25
MAY				JUNE				JULY				AUGUST			
Sun.	3	10	17 24 31	Sun.	.	7	14 21 28	Sun.	.	5	12 19 26	Sun.	2	9	16 23 30
Mon.	4	11	18 25	Mon.	1	8	15 22 29	Mon.	.	6	13 20 27	Mon.	3	10	17 24 31
Tues.	5	12	19 26	Tues.	2	9	16 23 30	Tues.	.	7	14 21 28	Tues.	4	11	18 25
Wed.	6	13	20 27	Wed.	3	10	17 24	Wed.	1	8 15 22 29		Wed.	5	12	19 26
Thur.	7	14	21 28	Thur.	4	11	18 25	Thur.	2	9 16 23 30		Thur.	6	13	20 27
Fri.	1	8	15 22 29	Fri.	5	12	19 26	Fri.	3	10 17 24 31		Fri.	7	14	21 28
Sat.	2	9	16 23 30	Sat.	6	13	20 27	Sat.	4	11 18 25		Sat.	1	8	15 22 29
SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
Sun.	.	6	13 20 27	Sun.	.	4	11 18 25	Sun.	1	8 15 22 29		Sun.	.	6	13 20 27
Mon.	.	7	14 21 28	Mon.	.	5	12 19 26	Mon.	2	9 16 23 30		Mon.	.	7	14 21 28
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Fri.	4	11	18 25	Fri.	2	9	16 23 30	Fri.	6	13 20 27		Fri.	4	11	18 25
Sat.	5	12	19 26	Sat.	3	10	17 24 31	Sat.	7	14 21 28		Sat.	5	12	19 26

ADMINISTRATIVE OFFICERS

THE UNIVERSITY

President.....THE HON. AND REV. H. J. CODY, M.A., D.D., LL.D.
Registrar.....ARTHUR BERTRAM FENNELL, M.A.
Bursar.....FERDINAND ALBERT MOURÉ, MUS. DOC.
Librarian.....WILLIAM STEWART WALLACE, M.A.
Director of Extension Work and Publicity...WILLIAM JAMES DUNLOP, B.A.
Superintendent of Buildings and Grounds..ARTHUR D'ORR LEPAN, B.A.Sc.
Warden of Hart House.....JOHN BURGON BICKERSTETH, M.A.
Director of University Health Service.....GEORGE DANA PORTER, M.B.
Medical Adviser for Women Students..EDITH GORDON, B.A., M.B., D.P.H.
Manager of the University of Toronto Press...RICHARD J. HAMILTON, B.A.

LIBRARY SCHOOL

ONTARIO COLLEGE OF EDUCATION

President.....THE HON. AND REV. H. J. CODY, M.A., D.D., LL.D.
Dean.....J. G. ALTHOUSE, M.A., D.PAED.
Director.....WINIFRED G. BARNSTEAD, B.A.

MEMBERS OF THE STAFF OF THE LIBRARY SCHOOL

WINIFRED G. BARNSTEAD, B.A.....*Director*
 BERTHA BASSAM, B.A.....*Assistant Professor of Library Science*
 SALLY A. BALLARD, B.A.....*Reviser and Instructor in Library Science*
 F. CECIL JENNINGS, B.A.....*Instructor in Administration*
 Inspector of Public Libraries, Department of Education, Toronto.
 GEORGE H. LOCKE, M.A., LL.D.....*Instructor in Administration*
 Chief Librarian, Public Library, Toronto.
 JEAN MERCHANT.....*Instructor in School Libraries*
 Librarian, Normal School, Toronto.
 M. EDNA M. POOLE, B.A.....*Instructor in Special Libraries*
 Librarian, Academy of Medicine, Toronto.
 LILLIAN H. SMITH, B.A., B.S. IN L.S....*Instructor in Work with Boys and*
 Chief, Boys and Girls Division, Public Library, Toronto. *Girls.*
 FRANCES TROTTER, B.A.....*Instructor in Story-Telling*
 Boys and Girls Division, Public Library, Toronto.
 WILLIAM STEWART WALLACE, M.A.....*Instructor in College and*
 Librarian, University of Toronto. *University Libraries*

SPECIAL LECTURERS

Arrangements are made each term for special lectures to be given by members of the Staff of the University and visiting librarians. During the session 1934-35 the lecturers were as follows:

WILLIAM WARNER BISHOP, A.M., LITT.D., LL.D...	<i>Librarian, University of Michigan</i>
G. S. BRETT, M.A.....	<i>Dean, School of Graduate Studies</i>
FLORENCE L. CAMERON.....	<i>Librarian, Public Library, St. Thomas</i>
F. C. GREEN, M.A., PH.D.	<i>Professor of French</i>
MARY JANE HENDERSON, B.A....	<i>Librarian, Investment Library, Sun Life Assurance Co. of Canada, Montreal</i>
E. COCKBURN KYTE	<i>Librarian, Queen's University</i>
FRED LANDON, M.A.....	<i>Librarian, University of Western Ontario</i>
VICTOR LANGE, M.A.....	<i>Lecturer in German</i>
LURENE LYLE, B.A.....	<i>Librarian, Public Library, Hamilton</i>
ANNETTE MARSH, A.R.C.A. Lond.....	<i>Lecturer in Art</i>
C. R. SANDERSON, B.Sc....	<i>Deputy Chief Librarian, Public Library, Toronto</i>
ETHELWYN WICKSON, B.A.....	<i>Librarian, Kipling Room, Public Library, Toronto</i>

NOTE:—Communications relating to standing, curricula, instruction and examinations in the Library School are to be addressed to the Director, Library School, Ontario College of Education, University of Toronto.

LIBRARY SCHOOL

ONTARIO COLLEGE OF EDUCATION

The Library School offers a one-year course in library training for both men and women. The principles of library work in all its branches will be studied theoretically, and opportunity will be given for the practical application of these principles in the various libraries of the city of Toronto.

In 1911 a short course in library training was established by the Minister of Education for Ontario under the directorship of the Inspector of Public Libraries. In 1916 the Ontario Library School was instituted, with a three months' intensive training in library methods. This School continued until 1927, and its students numbering approximately 375 are in library positions in every province of the Dominion. In February, 1928, the Minister of Education, in order to meet the demand for a more extensive training for librarians, announced his intention of establishing a course of instruction extending throughout the academic year. In pursuance of that intention the Library School was organized, and for purposes of administration is attached to the Ontario College of Education, University of Toronto. The eighth session will open September 24th, 1935.

QUARTERS

Provision has been made for ample quarters in the buildings of the Ontario College of Education, consisting of a large study room, where each student is assigned an individual desk, a lecture room seating 40 students, with lantern equipment, a typing room, and offices for the staff. The library of the Ontario College of Education is available for the use of the students. There is also a school collection of general reference works and of books to illustrate the problems of cataloguing and classification.

STAFF

The full-time members of the Staff will be assisted by part-time instructors, who are engaged in practical library work, and are therefore familiar with the various problems which call for solution in actual experience.

PRACTICE WORK

The close connection of the Library School with the University and Colleges and with the Public Library of Toronto affords a full opportunity for laboratory work. The Reference Library of Toronto, together with the

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University and College libraries, is open to the students of the Library School for reference problems and practice. Arrangements have been made with the Board of the Toronto Public Library for practice work in the libraries of the city during a part of each week of the second term. In addition, each student will devote two continuous weeks to such practice work.

CONDITIONS OF ADMISSION

Applicants for admission to the course for certificates as librarians should make application to the Director of the Library School on a form to be obtained from the Library School and should submit in each case with the applications:

(a) A certificate that the applicant will be at least 18 years of age before the course begins.

(b) A certificate from a clergyman or other competent authority that he is of good moral character.

(c) A certificate from a duly-qualified medical practitioner that for the purposes of this certificate he has made a careful examination of the applicant and certifies as follows: (i) that he is free from heart disease or any other serious organic affection; (ii) that he is free from pulmonary affection, defective hearing, seriously defective eyesight, or abnormal conditions of appearance which would interfere with his work as a librarian; and (iii) that in other respects he is physically fit for the work of a librarian.

(d) A certificate of graduation from an approved University, or a certificate of Upper School, or Honour Matriculation, or First Year College standing in at least five subjects, which shall include English, history, and one foreign language; or a certificate of equivalent standing.

(e) Applicants, who have been admitted to the course for certificates as librarians, with Upper School standing are required to submit before registration evidence of at least one month's practice under supervision in an approved library. Applicants with a certificate of graduation from an approved University are required to submit before registration evidence of at least two weeks practice under supervision in an approved library.

Applications for admission from those who cannot comply with the educational requirements specified above, but who had had at least one year's successful experience in an approved library in Ontario before the establishment of the Library School in 1928, will be received and considered on their merits as individual applications.

The applications for admission of those who are thirty-five years of age and over will be considered favourably only when they submit evidence of special educational qualifications or of long and successful library experience.

Facility in the use of the typewriter is an essential part of a librarian's equipment. Students are required to do much of their class work on the typewriter and accepted candidates must acquire a knowledge of the typewriter before entering the School.

Subject to conditions to be determined from time to time, applicants who are not candidates for certificates as librarians may be admitted to special parts or subjects of the course.

By order of the Board of Governors, every candidate for admission must submit a certificate of successful vaccination with his or her application, or agree to submit such certificate within ten days after the opening of the session. Dr. Porter and Dr. Edith Gordon of the University Health Services will arrange for the vaccination of those who so desire.

FEES

(a) The tuition fee for the course which includes also the examination fee is \$50.00 or in case of partial courses \$5.00 per subject, except for students provided for under (b).

(b) For all students (1) who have not attended an Ontario Secondary School for at least two years, or (2) whose home address as recorded on the register of the University from which they graduated is outside the Province of Ontario, the tuition fee for the course which includes also the examination fee is \$100.00 or in case of partial courses \$5.00 per subject.

(c) The fee for examinations when the examinations are taken by candidates not in attendance is \$2.00 for each subject of the course.

(d) A library deposit of \$2.00 will be required of all students. Students as members of the Students' Administrative Councils and the male students as members of Hart House will pay the fees required for such membership.

All fees are payable to the Bursar before the fifteenth of October. Students will not be admitted to any lectures or laboratory classes in the second term who have not paid the fees due in the first term.

Students should allow approximately \$35.00 for text books and supplies.

SESSION

The Session will open on the last Tuesday in September and close on June 12th, with such vacations and holidays as obtain in University courses.

DUTIES OF STUDENTS

Students whose attendance, or progress in the School proves unsatisfactory may be required by the Director to discontinue the training.

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SUBJECTS

The course of instruction includes the following subjects:

(a) Obligatory subjects: Administration, History of Books and Libraries, Book Crafts and Printing, Book Selection, Modern Fiction, Canadian Literature, Reference Work, Bibliography, Cataloguing, Classification, Circulation, Accession and Shelf-List Records, Work with Boys and Girls.

(b) Elective subjects: College and University Libraries, Bibliography 2, School Libraries, Special Libraries, Work with Boys and Girls, Story-Telling.

Candidates for certificates as librarians must take at least one of the elective subjects in addition to the obligatory subjects.

EXAMINATIONS AND CERTIFICATES

The standing of each student in each subject will be determined by the combined results of the sessional tests (if any) and the final tests. To secure credit in any subject or in practice work the student must obtain 50% of the maximum of marks assigned to that subject or to practice work, as the case may be.

The Minister of Education for Ontario may on the recommendation of the Examiners award a Librarian's Certificate to the candidate who, having complied with the other required conditions, has secured a credit in the required subjects of the course and in practice work. A candidate who fails to secure a credit in practice work or in more than three subjects must repeat his course of instruction, beginning with the second term. A candidate who secures a credit in practice work, but who fails to secure a credit in not more than three subjects, may be awarded a Librarian's Certificate without further attendance, on completing the final examinations in the subjects in which he failed.

DIPLOMAS

Successful candidates who are awarded Librarians' certificates by the Minister of Education will be awarded University diplomas.

DETAILS OF SUBJECTS

ADMINISTRATION OF LIBRARIES. Organization of library service in various types of libraries; functions of libraries with emphasis on the public library and its departments; library equipment, library legislation and provincial relations; municipal government and finance as they affect library affairs; library finance and maintenance; secretarial work and accounts; book buying; personnel considerations; inter-library relations; library architecture; library publicity; community survey and study; modern tendencies in library service with emphasis on adult education. Lectures and reports. Dr. Locke, Mr. Jennings.

HISTORY OF BOOKS AND LIBRARIES. A study of libraries from the earliest times and a history of the modern library movement. First term. Miss Barnstead.

BOOK CRAFTS AND PRINTING. A course of lectures on the evolution of the book; the art of bookbinding; book illustrations; the origin of printing and famous printing presses, modern printing, proof-reading, and visits to printing establishments. Second term. Miss Bassam.

BOOK SELECTION. Principles and practice of book selection will be studied in lectures and discussions. Students will be required to read representative books in the different classes of literature. The course will include a study of standard aids to selection, and practice in annotation and the preparation of book lists. Seminars will be held on periodicals and the methods of selection for current material of interest. The students will be assigned special groups of periodicals for discussion and review. Miss Barnstead.

MODERN FICTION. A discussion of modern English, American and Canadian novelists, with a survey of the history and development of fiction and its relation to the modern novel. Required readings and reports. First term. Dr. Locke.

CANADIAN LITERATURE. A survey of Canadian literature, including books on history and economics, poetry, fiction and periodicals, prefaced by an account of the existing bibliographical aids and their use. Second term. Mr. Wallace.

REFERENCE WORK, BIBLIOGRAPHY 1. A study of the standard works of reference, encyclopaedias, dictionaries, periodicals, and reference books on special subjects. Problems in the use of books are given followed by discussion in class. The administration of a Reference Division for a large library is considered. Special emphasis is placed on the selection and use of reference tools for a small library. Lectures and problems on the acquisition, arrangement and use of government documents. Examination of subject bibliographies with practice in the compilation of annotated reading lists. Miss Barnstead.

Text: Mudge. A new guide to reference books.

BIBLIOGRAPHY 2. Lectures and discussions on bibliographies considered from their authority, date, scope, arrangement and use in different types of libraries. Practice in the compilation of a subject bibliography. Also a brief course designed to give the student a working knowledge of Canadian, English, American and foreign trade publications. Second term. Miss Barnstead. (Elective).

CATALOGUING. A survey of the various types of printed catalogues is followed by instruction in the principles of dictionary cataloguing with

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practice work. A card catalogue is prepared by each student which forms a sample catalogue for future reference. Practice is given in the ordering and use of Library of Congress cards. The lantern is used during lecture periods to illustrate card forms. Miss Bassam.

Text: American Library Association. Catalog rules.

CLASSIFICATION. A study of the principles of book classification as exemplified in the Dewey classification follows a brief outline of the history of the subject with comparison of the principal systems. A study is also made of the principles underlying the assignment of subjects to books. Practice is given through the classification of a selected list of books, to which subjects are assigned. Miss Bassam.

Texts: Dewey. Decimal classification. Sears. List of subject headings.

CIRCULATION. The organization and administration of the Circulation Division, including charging systems and discussion of problems that arise in connection with methods of circulation. First term. Miss Ballard.

Text: Flexner. Circulation work.

ACCESSION AND SHELF-LIST RECORDS. Records and routine processes involved in the preparation of books for the shelves, including accession and shelf-list records, book numbering, filing and withdrawals. Lectures with problems. First term. Miss Bassam.

WORK WITH BOYS AND GIRLS. An introductory course outlining the principles of evaluating literature for children. A survey of the field of children's literature, and methods of introducing books to boys and girls. Lectures and required reading. First term. Miss Smith.

WORK WITH BOYS AND GIRLS. (a) An intensive study of different classes of children's literature and a comparative study of books within each class. The history of children's literature and modern tendencies in writing for children. Discussion groups and annotations. (b) The organization and administration of work with boys and girls in the library, covering the equipment, the activities and all extension work. Lectures and problems. Miss Smith. (Elective).

Text: Toronto Public Library. Books for boys and girls.

STORY-TELLING. The application of the principles underlying the art of story-telling to the selection and presentation of stories. Sources for stories. Story-Telling practice in the Boys' and Girls' libraries. Second term. Miss Trotter. (Elective).

COLLEGE AND UNIVERSITY LIBRARIES. A special course of five lectures outlining the problems peculiar to College and University libraries, with observation and practice periods in the University Library. First term. Mr. Wallace. (Elective).

SCHOOL LIBRARIES. The organization, equipment and administration of libraries in schools; a course including school law regarding libraries; the relation of the library to the school programme; the selection of books, periodicals, etc.; lessons in the use of books. First term. Miss Merchant. (Elective).

SPECIAL LIBRARIES. This course will consist of lectures on the organization, equipment and administration of special libraries (including business, technical, scientific and professional libraries), followed by instruction on the practical methods employed in the various types of special libraries, with particular reference to problems not usually associated with general library work. Second term. Miss Poole. (Elective).

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SUMMARY OF COURSE OF STUDY

FIRST TERM

	HOURS
Administration..	2
History of Books and Libraries.....	1
Book Selection.....	2
Reference Work.....	2
Cataloguing.....	2
Classification.....	2
Circulation.....	1
Accession and Shelf-List Records.....	1
Work with Boys and Girls.....	1
	14

ELECTIVE

Work with Boys and Girls.....	1
College and University Libraries.....	1
School Libraries.....	1

SECOND TERM

Administration.....	1
Book Crafts and Printing.....	1
Book Selection.....	2
Canadian Literature.....	1
Reference Work.....	2
Bibliography.....	1
Cataloguing.....	2
Classification.....	2
Practice Work.....	2
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ELECTIVE

Work with Boys and Girls.....	1
Story-Telling.....	1
Special Libraries.....	1
Bibliography 2.....	1

The University of Toronto issues the following official publications, any one of which may be had on application to the Registrar of the University or to the Secretary of the Faculty respecting which information is sought:

Curriculum for Matriculation

Calendar of the Faculty of Arts

Calendar of the Faculty of Medicine

Calendar of the Faculty of Applied Science
and Engineering

Calendar of the Faculty of Household Science

Calendar of the Ontario College of Education

Calendar of the Library School

Calendar of the Faculty of Forestry

Calendar of the Faculty of Music

Calendar of the School of Graduate Studies

Calendar of the Faculty of Dentistry

Calendar of the School of Hygiene

Curriculum in Law

Miscellaneous Curricula—

Pharmacy, Agriculture, Veterinary Science,
Physical Education for Women.

Calendar of the Department of Social Science

Calendar of the School of Nursing

Announcements—

Summer Session, Occupational Therapy, Physiotherapy.

Directory of Staff and Students